



HUMAN RESOURCES MANAGEMENT 24 – Staff Absences

Date: November 14, 2003

Responsible Administrator: Associate Superintendent; Human Resources

1.0 RATIONALE

All staff are required to be present according to the terms of their Collective Agreement, General Employment Conditions, or their individual contract.

2.0 PROCESS

The Associate Superintendent, Human Resources is responsible for maintaining a process for managing staff absences.

3.0 GUIDELINES

- 3.1 The Board requires that all staff absences be reported.
- 3.2 All staff absences shall be reported on the appropriate form provided by the Division and verified by the principal or appropriate supervisor as noted below.
 - 3.2.1 Any teacher employee absence, allowed within the terms of the ATA Collective Agreement, shall be reported on the Leave Application Approval Form.
 - 3.2.2 Any CUPE, General Employment Conditions, individual contract employee absence, allowed within the CUPE Collective Agreement, the General Employment Conditions, and individual contracts, shall be reported on the employee's timesheet.
 - 3.2.3 Any temporary absence from the teacher or administrator regular worksite within the school day shall be reported to the principal or designate.
- 3.3 Principal absences, allowed within the terms of the ATA Collective Agreement, shall be verified by the Associate Superintendent, Human Resources.
- 3.4 When a staff member knows they will be absent for a scheduled professional development, medical, conference, etc., a minimum of three (3) working days notice is expected.

References: *Collective Agreement, General Pay Plan*

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- 3.5 When emergencies arise, the Associate Superintendent, Human Resources and principal shall be telephoned.
- 3.6 Teachers shall provide lesson plans on days they are absent so productive work may be continued with the substitute. Teachers in specialized laboratories (Home Economics, Industrial Education, Business Education, etc.) must provide plans for theory work (research, tests, exercises) so students may be productively occupied under the direction of the substitute. Qualified substitutes may continue the regular program with the approval of the principal.
- 3.7 When it is evident that a teacher is unable to be at school for an operational day, he/she shall contact the centralized Substitute Services before 6:30 a.m. in order that arrangements can be made for engaging a substitute teacher and for the delivery of lesson plans, etc. All substitute teachers shall be engaged through the centralized substitute service.

References: *Collective Agreement, General Pay Plan*